

STAFF REPORT

Meeting Date: 07/08/05

Agenda Item: 8

To: BEACON Board of Directors

From: Executive Director

Date 06/10/05

Subject: FY 2005-2006 Annual Staff/Consultant Agreements

REQUIRED ACTION:

- a. Approve Technical Advisor Services, \$12,500, Bailard
- b. Approve Legal Services, \$14,000, Santa Barbara County Counsel
- c. Approve Financial and Accounting Services, \$22,000, Ventura Auditor-Controller
- d. Approve Project Management Services, \$23,500, COM3
- e. Approve Technical Administrative Services, \$2,500, Treiberg

DISCUSSION:

Since BEACON has no employees, all functions are carried out by either member agencies' staff or contract consultants. BEACON's operations and activities should be about the same as last year so the Technical Advisor, Legal, and Project Management Services are the same amounts as last year. The Auditor Services are proposed to be increased by \$2,000 over last year's due mostly to the large amount of grants that will still be processed next year.

The Technical Administrative Services agreement for a minimal amount of Karl Trieberg's time is a new agreement this year, since he was an extra help employee last year. BEACON's auditors recommend this change.

The standard insurance language has been removed due to minimal contract size and *de minimis* risk.

The five contracts to be approved in this item provide financial, technical, legal, project management, and administrative services for BEACON. Recommendations are based upon a consensus of BEACON's advisors and reflect the planned expectations with contracts and grants now approved. If there are additional projects approved or sought, additional services will be required.



A California Joint Powers Agency

Member Agencies

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City of Oxnard
City of Port Hueneme
City of San Buenaventura
City of Santa Barbara
County of Santa Barbara
County of Ventura

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